MPERA Interface File Definitions

For State of Montana Central Payroll Insurance Reporting

State of Montana Central Payroll Insurance File

The State of Montana Central Payroll organization may have retired members who continue insurance coverage with the State of Montana after retirement. MPERA is able to withhold from the retirement benefit to cover insurance premiums for these retirees. A file upload is designed in PERIS to allow employers to add withholding for new retirees, change the withholding, or stop the withholding.

This incoming file is submitted the Upload Screen by the user. The file is delimited by '~'. The file contains the following Variable Length records identified by the first three characters of the record:

1. *File Summary* – Contains information about the number of rows within the file. The record starts with '000'.

2. *Insurance Detail Section* – Contains insurance detail information about the retiree member / non-member. The record starts with numeric '001'.

1   File Summary Section

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
1	File Summary ID	3	Identifies the File Header. The value should always be '000'.
2	Total Number of Detail Records	4	The number of Detail records in the file.
3	Organization ID	6	A unique identifier given by MPERA to State of Montana Central Payroll organization.

2   Detail Section

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
1	Insurance Detail ID	3	Identifies an Insurance Detail record. Value should always be '001'.
2	Alternate Person ID	6	A unique alternate ID assigned to the Person record.
3	Insurance Rate	7	The rate of the insurance plan.
4	Insurance Organization ID	6	The unique ID assigned to the insurance organization.